

**TMCC Subcommittee on Presentation Guidelines**  
**Minutes for Tuesday, August 6, 2013**  
**First Floor Meeting Room, Town Hall**

**Present:** TracyLee Boutillier, Nonny Burack, Melissa Perot, Alan Powell, Mary Streeter

Mary called the meeting to order at 3:06 pm.

Nonny moved to approve minutes of July 24, 2013; Melissa seconded the motion. Voted unanimously.

We read and discussed the two “guidelines” documents and noted changes that should be made. The committee preferred the version from Kris Pacunas because of its readability and because the presentation section was only one page. We made revisions on paper that Mary will type and bring to the next TMCC meeting. We decided the “Rules for Speaking at Town Meeting” should be a separate document. Melissa will examine the speaking at Town Meeting section of League of Women Voters Handbook to see if that would be a better version to excerpt and post. Mary will check with Kris Pacunas about whether sound will play on videos at Town Meeting.

The meeting adjourned at 4:45 pm.

**Documents distributed:**

Kris Pacunas’ draft “Guidelines for Effective Presentations at Town Meeting”, 2 pages  
TMCC Subcommittee’ draft of Guidelines, 3 pages  
Minutes 7/24/13

Minutes respectfully submitted by Mary Streeter  
Approved on August 7, 2013